DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2149
Page , of ,

Α	α	e	n	СУ	,
_	u	┖	.,	UΥ	

Division/Unit

Maryland Environmental Service

Administration/Procurement

Margran		
Item No.	Description	Retention
1.	Purchase Orders by Vendor	Destrou after 5 uears.
2.	Purchase Orders - Numeric	Destrou after 2 years.
3.	Equipment and Supply BIDs	Destroy after 5 years.
4.	Purchase Order Logs	Destroy after 2 years.
		-
	•	
14	pproved by Department, Schedule Authorized	d by State Archivist
Agency, or Division I	Representative. Date OCT 0 2	2001
Date	• (//./	and C. Paperpose h
Signature	Signature Ships	and c. I gran from for
Typeu Nami Title Procus	e frene Hoffman. Chief rement & Contracts	
. 131		

Figure 3

DGS 550-1 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	od record series, forward with Record 7275 W		AGENCY RECORDS INVENTORY PAGE CF			
_ Jepartment/Agency MARYLAND	2. Division		3. Unit PurcH95iNG			
ENVIRONMENTAL SERVICE	ADMINISTRATION					
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed and	d used as a unit for reference as				
4. Recard Series Title FUR CHASE OR	DERS BY	VENDOR	5. Earliest Year/Latest Year to			
6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series. COPJES OF DIRECT PURCHASE ONDERS AND WRITTEN PURCHASE ORDERS WITH SUPPORTING POCHMENTATION. PURCHASE ORDERS ARE FILED BY VENDOR AND						
ARE USED FOR REFERENCE AND RESEARCH AND COMPILINE MISCELLANEOUS DATA.						
	<u> </u>					
7. Record Series Format(s) Microfilm	8. Record Series Sequence Alphabetical		9. Volume File Drawerts) Microfilm Reei(s Computer Tape(s			
☐ Legal Size ☐ Computer Tape	☐ Numerical		Number			
☐ Bound Book ☐ Floppy Disk	☐ Chronological					
I Audio Tape ☐ Video Tape	☐ Geographical		10. Annual Accumulation File Drawer(s)			
☐ Other (specify)	Other (specify)		Microfilm Reeks Computer Tape(s Computer Tape(s Computer (specify)			
11 File is Used Daily	☐ Monthly	12. File Becomes Inactive Aft	er Month(s) Year(s)			
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicated Elsewhere?				
HEADQUARTERS/PROCUR	EMENT	(If yes, specify agency or office) Yes No PO NUMERIC FILE IN PROCUREMENT				
15. Access Restrictions Yes No		16. Audit Requirements				
(If Yes. cite Law(s) & Regulation(s)			☐ Federal ☐ Independent			
17 Is an Index System Used? (If yes, explain briefly and any hadware/software	d describe	18. Recommended Retention DESTROY AFTER 5 YEARS.				
□ Yes Ø No						
DAJE H ROCE TO	Telephone Number	1	Date 3/29/01			
GS 550-4 (Rev. 1/93) -igure 1						

			T	
Instructions - Type or Print a separate form for each new or revised record series, forward with Record	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
Retention Schedule (DGS 550-1)			PAGE CF	
_ Jepartment/Agency MACILANI	2. Division		3. Unit	
ENVIRONMENTAL SERVICE	ADMINIS	TRATION	PURCHASING	
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed and	d used as a unit for reference as	well as retention and disposition purposes.	
4. Record Series Title	1/-	Mark in	5. Earliest Year/Latest Year	
PURCHASE ORDE				
6. Record Series Description (Briefly describe the types of COPIES OF DIRECT)	_	_		
WRITTEN PURCHA	·	, ·	li li	
DUCUMENTATION	. Purch	HASE ORD	ENS ARE FILES	
NUMERICALLY AN	DARE	USED AS	: A BACK-UP	
To The PURCHASE	ONDER	VENDOR 1	E./E	
7. Record Series Format(s)	8. Record Series S		9. Volume	
Letter Size	☐ Alphabetica	ų.	File Drawerts) ☐ Microfilm Reel(s)	
☐ Legal Size ☐ Computer Tape	Numerical		Number	
☐ Bound Book ☐ Floppy Disk	☐ Chronologic	cal		
J Audio Tape 🔲 Video Tape	☐ Geographic	al	10. Annual Accumulation File Drawer(s)	
☐ Other (specify)	☐ Other (specify)		☐ Microfilm Reel(s) ☐ Computer Tape(s)	
			Number 🔲 Other (specify)	
11 File is Used	<u> </u>	12. File Becomes Inactive Af	ter	
▼ Daily □ Weekly	☐ Monthly	Number	Month(s) Year(s)	
13. Current Location(s) (Bidg., Floor, Room)		14 la Casard Sarias Duralina	and Elecubers 2	
		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Yes □ No		
HEADENARTERS/PROCE	AREMEN	PO BY VE	MOR Fife in PRUC.	
15. Access Restrictions Yes No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
		None □ State	☐ Federal ☐ Independent	
17 Is an Index System Used? (If yes, explain briefly an	d describe	18. Recmmended Retention		
any hadware/software		DESTROY AFTER 2		
□ Yes Ne		,	IEARS	
			, , , -	
Name and Title of Preparer 20.	Telephone Number	21	. Date	
DALE H. ROSE JR.	10-979	1	3/29/0/	
DENTOR AGENCY DUTER				
DGS 550-4 (Rev. 1/93) Figure 1				
-		PS		

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE CF		
Jepartment/Agency MARYLAND ENVIRONMENTAL SERVICE	2. Division ADMINISTRATION		3. Unit PYRCHASING		
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed and	dused as a unit for reference as	well as retention and disposition purposes.		
4 Record Series Title EQUIPMENT + SUPPL	Y BIB	Files	Earliest Year/Latest Year to To		
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. COPIES OF ALL BIDS FOR EQUIPMENT AND SUPPLIES. EACH BID PACKAGE CONTAINS A COMPLETE HISTORY OF THE BID. INVITATION SCOPE SPECIFICATIONS, ADVERTISING, BID RECEIPT, BID OPENING, ANI CORRESPONDENCE AND ADDENDUMS, EACH VENDOR'S BID AND ANARD OF CONTERT PARCHASE DRDET. HISTORICAL RECORD USED FOR RESEARCH, ANSWERING					
7. Record Series Format(s)	8. Record Series S		9. Volume		
Cetter Size	Alphabetical Numerical		File Drawer(s) Di Microfilm Reel(s) Computer Tape(s) Number Di Cther (specify)		
☐ Bound Book ☐ Floppy Disk	☐ Chronological		10 April April de la composición		
J Audio Tape U Video Tape Other (specify) Classific from Fridee	Geographical Other (specify)		10. Annual Accumulation Fie Draweris) Microfilm Reel(s) Computer Tape(s) Number Cher (specify)		
11 File is Used Daily Usekly	☐ Monthly	12. File Becomes Inactive After Number	or Month(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room) HEADQUACTERS PROCUM 15. Access Restrictions D Yes No	Rement	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes No			
15. Access Restrictions TYes No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent			
17 Is an Index System Used? (If yes, explain briefly and any hadware/software	d describe	18. Recommended Retention DESTROY AFTER 5 YEARS			
Name and Title of Preparer DAIE H. ROSE TO- SENIOR AGENCY BUYER GS 550-4 (Rev. 1/93)	Telephone Number	1	Date 7/29/0/		
Figure 1		•			

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE CF		
	2. Division		3. Unit		
MARYLAND ENVIRONMENTAL	ADMINISTRATION		PURCHASING		
SERVICE	ADMIN	5/Ref:0N	70109/1/21100		
DEFINITION - RECORD SERIES - A group of related reco	rds normally filed and	d used as a unit for reference as	well as retention and disposition purposes.		
4. Recard Series Title URCHASE ORDE	er Logs	· ·	5. Earliest Year/Latest Year to		
6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series. PRE-NUMBERED LOES TO REFECT RECEIPT OF DIRECT PURCHASE ONDERS AND TO ASSIGN PURCHASE ONDER NUMBERS TO REQUISITION WORK CUDENT.					
7. Record Series Format(s)	8. Record Series Sequence		9. Volume © File Drawer(s)		
☐ Letter Size ☐ Microfilm	☐ Alphabetica	al .	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Legal Size ☐ Computer Tape	Numerical		Number Cther (specify)		
□ Bound Book □ Floppy Disk	☐ Chronological				
J Audio Tape	Geographical Other (specify)		10. Annual Accumulation Fie Drawers) Microfilm Reel(s) Computer Tape(s) Number Computer Tape(s)		
11 File is Used. Daily □ Weekly	☐ Monthly	12. File Becomes Inactive Afte	er Month(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room) HEAD QUARTERS PROCURE	MENT	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes No			
15. Access Restrictions Z Yes No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements None State Federal Independent			
17 Is an Index System Used? (If yes, explain briefly and any hadware/software	describe	18. Recommended Retention			
□ Yes No		DESTROY AFTER 3-YEARS.			
SENIOR AGENCY BUYER 4	Telephone Number	4-7272	Date 3/29/5/		
Figure 1	-	• -			